

User Guide

Section 1.6

System Access Request

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Section 1.6 System Access Request

A. Introduction

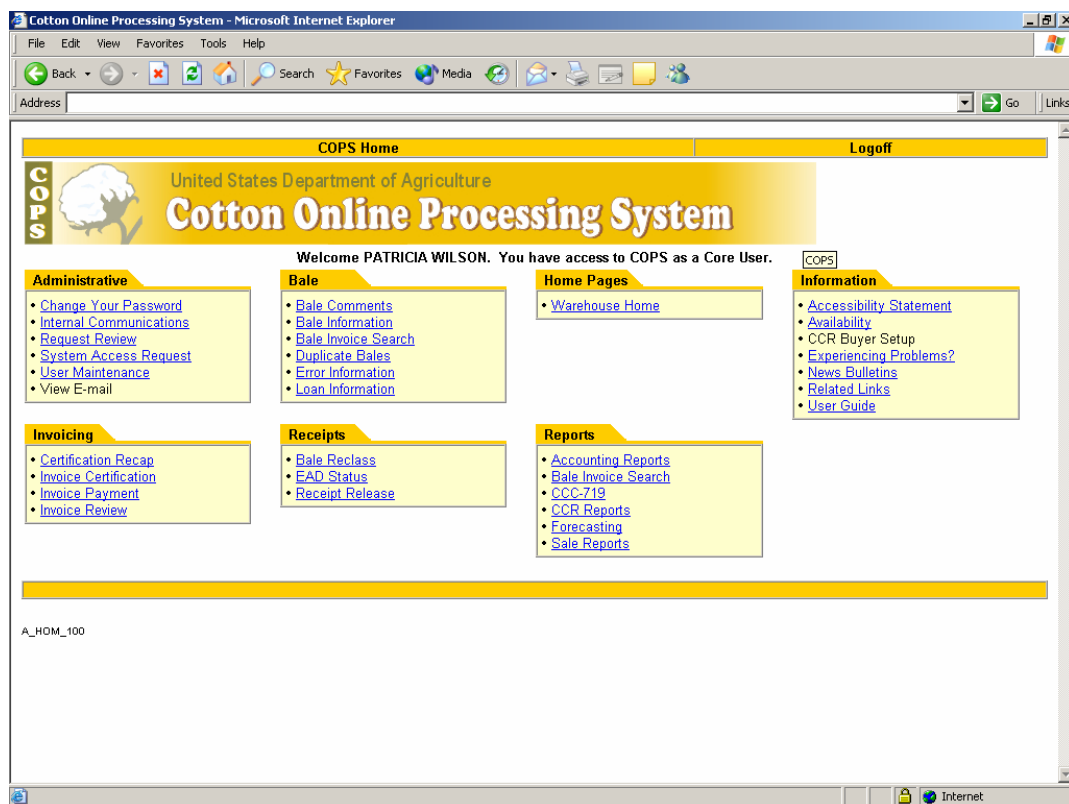
The **System Access Request** link on the **COPS Home Page** provides the capability for a New User to initially request system access to COPS by furnishing contact and mailing information. This link also allows a current User to request access as a different entity if authorized (such as Core users to view screens as a County User or State to be a multi entity User). This link also provides a current User with the ability to verify and update their contact and mailing information.

B. Screens

1. Home Page (A_HOM_100)

The **COPS Home Page** allows the User to select options based on their User ID. The allowed options will be underlined, showing that the link is available.

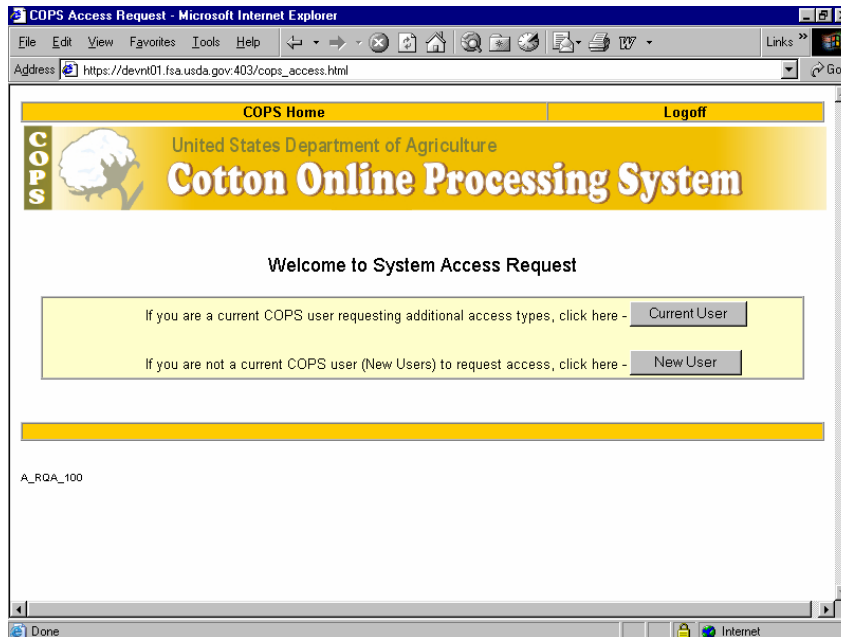
Along with the **Home Page**, there will appear on all screens (except on pop-up screens) along the top, a **Menu / Navigation bar** to assist in proceeding through the various menu options.



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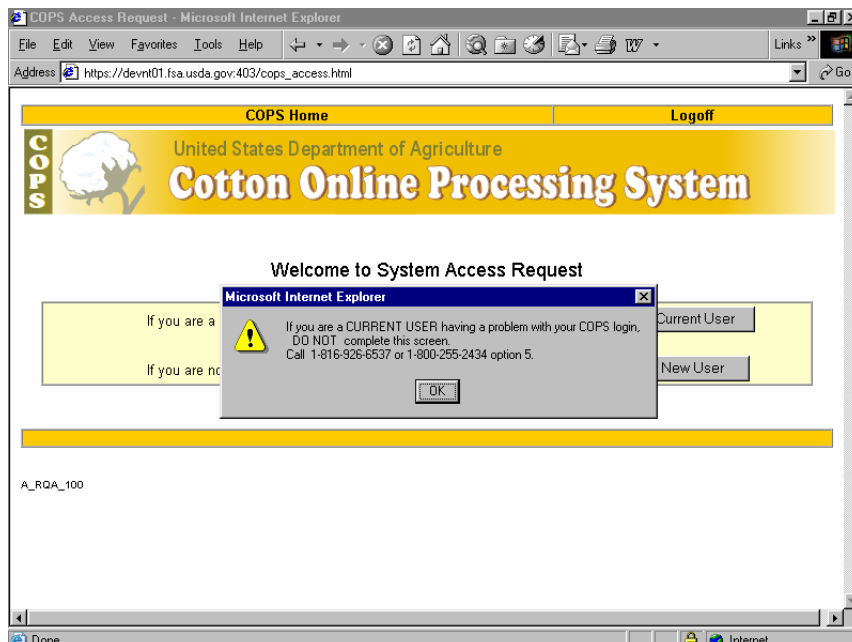
2. System Access Request (A_RQA_100)

The **System Access Request** screen allows the new user to request access and a current user to request additional access types.



3. New User Access Request (A_RQA_100) (with pop-up to confirm)

The pop-up box allows verification of a new user making the request.



4. System Access Request Form (A_RQA_110)

On the System Access Request Form screen, the new user completes the required information regarding entity type or types, contact and mailing address information. A current user may verify and update contact and mailing address information and request additional entity types. User must indicate reason for request, selecting 'Single Entity Request Type' or "Multiple Entity Request Type".

COPS Access Request Page - Microsoft Internet Explorer

Address: <https://dint01.fsa.usda.gov/profile.html>

COPS Home **Logoff**

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System Access Request Form

*** Reason for Request:**

☐ Single Entity Request Type ☐ Multiple Entity Request Types
Example: Only ONE Code. Example: 2 or more Codes.

Entity Request Type

Who do you represent? [Washington, KCC, KCCO users click here.](#)
If you are entering more than one code, please separate the codes with a comma.
example: 48101,48102,48103

☐ State Office State Code(s):

☐ County Office State and Cnty Code(s):

☐ Buyer Buyer ID(s):

☐ CMA/LSA CMA/LSA Code(s):

Contact Information

* Last Name:

* First Name:

Middle Name:

* Phone Number:

Fax Number:

* Email Address:

N.I.T.C./User ID: (if current user)

New User: ☐ YES ☐ NO

* PIN Number: 6 digits, i.e.

New Users must create a PIN #
Your PIN # will be part of your first COPS password

Mailing Address Information

* Business Name:

* Address Line 1:

Address Line 2:

* City:

* State:

* Zip Code:

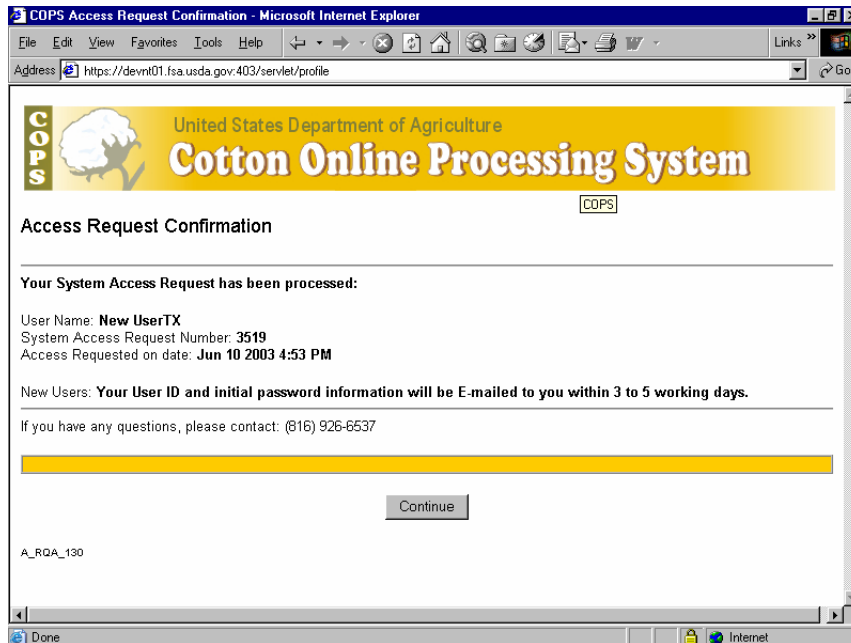
* Indicates a Required Field

Note: Submitted requests require 3 to 5 days processing time.
You will be notified by email when request is approved.
Follow email instructions and immediately logon to COPS.

A_RQA_110

5. Access Request Confirmation (A_RQA_130)

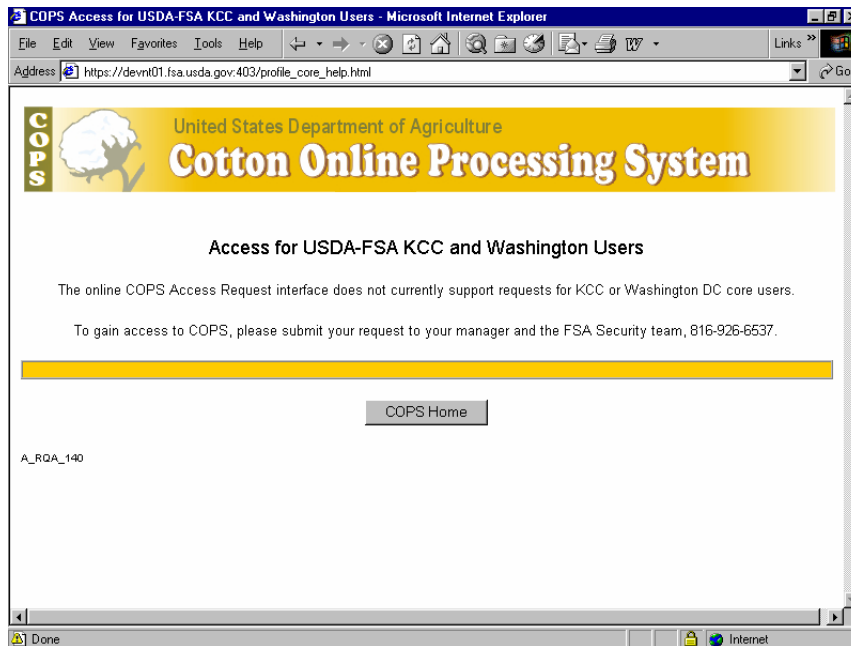
The Access Request Confirmation screen notifies the User that the System Access Request has been processed. The application will be automatically sent to a security official to assign a FSA/NITC (National Information Technology Center) User ID and password to be emailed to the user.



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6. Access for USDA-FSA KCC and Washington Users (A_RQA-140)

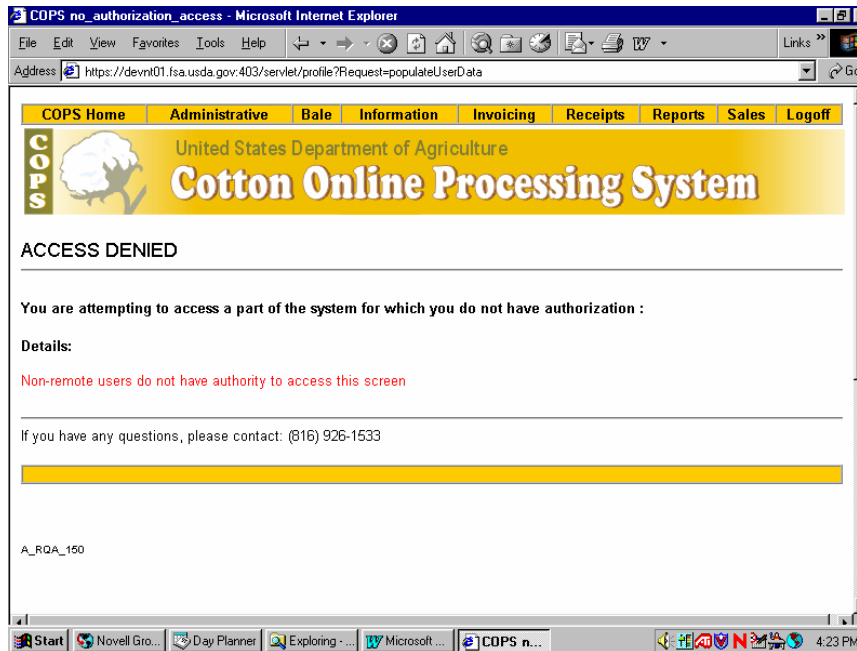
When a USDA-FSA-KCC or Washington User clicks the "Who do you represent?" link for Washington, KCC, KCCO users on the **System Access Request** screen, they are notified that the Access Request is not supported.



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7. Access Denied (A_RQA-150)

The **Access Denied** screen appears to notify a user that they do not have authorization to the System Access Request functions.



C. System Access Request Instructions

If the Action is a letter (a), the corresponding results will have the same letter (a).

Step	Action	Results
1.	On the COPS Home Page , click the "System Access Request" link under the Administration heading.	♦ The System Access Request screen will be displayed (continue to step 2).
2.	On the System Access Request screen, do one of the following: a. If you are a New User, click "New User". b. If you are a Current User, click "Current User".	a. A pop-up box will appear to verify that a current user is not having a problem and using the "current user" button in error (go to step 2). b. The System Access Request Form screen will appear with the current user's information (go to step 4) - or, if the user is not a remote user, the Access Denied screen will appear (go to step 6)
3.	On the System Access Request with a pop-up message display screen, do the following: ♦ Read the message and click on "OK".	♦ The pop-up message display screen will close and the System Access Request Form screen will appear (go to step 4).
4.	On the System Access Request Form screen, do one of the following: a. For a new user, select a reason for request (either single or multiple), select a request type(s) and enter the type code(s), enter contact information, enter mailing address information, then click "Submit". b. For a current user, verify and update any information by	a. The Access Request Confirmation screen will appear with information regarding the new user request (go to step 5). b. The Access Request Confirmation screen will appear with information

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Step	Action	Results
	<p>either selecting reason for request (single or multiple), or selecting a request type(s) and entering the type code(s), or entering modifications to contact information, or mailing address information, then click "Submit".</p> <p>c. To clear all the information, click "Reset".</p> <p>d. To close the System Access Request Form screen, click "Cancel".</p> <p>e. For Washington, KCC, KCCO users, click on the link "Washington, KCC, KCCO user click here".</p>	<p>regarding the current user request (go to step 5).</p> <p>c. The System Access Request Form fields will be cleared (for a new user) or fields will be reset for (current user) (continue with this step).</p> <p>d. The System Access Request Form screen will close and return to the Home Page.</p> <p>e. The Access for USDA-FSA KCC and Washington Users screen will appear (go to step 6).</p>
5.	On the Request Confirmation screen, click "Continue".	The COPS Home Page screen will appear.
6.	On the USDA-FSA KCC and Washington Users screen, click "COPS Home".	The COPS Home Page screen will appear.

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D. Function Tables for Screens

1. Home Page (A_HOM_100) Screen Functions

Selection	Description
System Access Request	Link to the System Access Request process, will open the System Access Request screen.
Command Buttons	Functions
<i>None on screen</i>	

2. System Access Request (A_RQA_100) Screen Functions

Selection	Description
none	Welcome to System Access Request.
Command Buttons	Functions
Current User	For those current COPS users with ID and password to verify and update access request information.
New User	For new users to request access to COPS.

3. System Access Request (A_CHG_100) (with pop-up message display) Screen Functions

Selection	Description
none	Pop-up screen to verify that user clicking the "New User" button is not a current user with problems.
Command Buttons	Functions
OK	Continues to the System Access Request Form screen.

4. Secure System Access Request Form (A_RQA_110) Screen Functions

Entity Type	Description
Single Entity Request Type	Select if User is requesting access as a single entity type. (example, only as a warehouse).
Multiple Entity Request Type	Select if User is requesting access as multiple entity types. (example, as two county offices)
State Code(s)	Enter a two-digit State Code .
County Code(s)	Enter a five-digit County Code .
Buyer ID(s)	Enter a four-digit Buyer ID number .
CMA/LSA Code(s)	Enter the CMA/LSA code number .
Warehouse Code(s)	Enter the Warehouse code number .

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Master Warehouse Code(s)	Enter the Master Warehouse code number .
Examiner Code(s)	Enter the Examiner code number .
Provider ID(s)	Enter the Provider ID number .
Contact Information	Description
* Last Name	Enter the user's last name .
* First Name	Enter the user's first name .
Middle Name	Enter the user's middle name (optional).
* Phone Number	Enter the user's telephone number , including area code.
Fax Number	Enter the user's FAX number , including area code (optional).
* Email Address	Enter the user's e-mail address .
NITC / User ID	Enter the user's NITC User ID number, if known (optional).
New User	System field set to "YES" or "NO" based on request.
Pin Number	Enter 4 digits (will be part of initial COPS temporary password)
Mailing Address Information	Description
* Business Name	Enter the user's business name .
* Address 1	Enter the street address of the user's business.
Address 2	Enter an alternate address, such as P.O Box, of the user's business (optional)
* City	Enter the user's city .
* State	Enter the user's State .
* Zip Code	Enter the user's Zip Code for Address 1 .
Command Buttons	Description
Submit	Submits Access Request to COPS, Kansas City Complex.
Cancel	Closes screen; no submission or processing will take place.
Reset	Clears information in all fields. Screen remains open; information can be entered again.

5. Access Request Confirmation (A_RQA_130) Screen Functions

Selection	Description
message	Confirmation information on the Access Request. New User ID and password will be emailed.
Command Buttons	Functions

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COPS Home	Returns to the COPS Home Page .
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6. Access for USDA-FSA KCC and Washington Users (A_RQA-140) Screen Functions

Selection	Description
message	Confirmation information on the Access Request. New User ID and password will be emailed.
Command Buttons	Functions
COPS Home	Returns to the COPS Home Page .

7. Access denied (A_CHG_130) Screen Functions

Selection	Description
message	Notifies user of not authorized to this option.
Command Buttons	Functions
<i>none</i>	Use Navigation/Menu bar to return to COPS Home Page

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E. History / Revision Log

Version #	Date	Description
1.0	6/30/2003	New version of User Guide for 2003 COPS new look
1.1	8/01/2003	New option CCC-719 added to COPS Home Page. ♦ Updated pages with Home Page screens.
1.3	10/27/2003	New option, Duplicate Bales added to Home Page ♦ Updated pages with Home Page.
1.4	12/05/2003	Two new options, Invoice Certification & Certification Recap added to Home Page ♦ Updated pages with Home Page.
1.6	12/31/04	Three new options, CCR Buyer Setup, Bale Comments & EAD Status added to Home Page ♦ Updated pages with Home Page. Changes to System Access Request Form (A_ROA_110) for added selection criteria in “Reason for Request” for either single or multiple entity type(s). ♦ Updated screen print. ♦ Updated Access Instructions ♦ Updated Function Table.
1.7	DEC 8, 2005	New options on Home page ♦ Updated Home Page (A_HOM_100) screen.